

1 Introduction

A**Definitions for Terms Used**

Producers using these instructions to complete Bioenergy Program Application (Form CCC-850-A) shall refer to Part 1, Definition of Terms, of the CCC-850 for definitions of terms used in these instructions.

B**Reporting Unit**

Producers shall use the reporting unit identified in the following table for each applicable eligible commodity in all program reporting.

Note: Eligible commodities for FY 2002 are barley, corn, grain sorghum, oats, rice, wheat, soybeans, sunflower seed, canola, crambe, rapeseed, safflower, sesame seed, flaxseed, mustard seed, and cellulosic crops grown on farms in the United States and its territories.

Definition: Cellulosic crops are crops such as switchgrass and short rotation trees grown for the purpose of and used in producing fuel grade ethanol and or biodiesel.

IF the commodity is...	THEN, the reporting unit is...
<ul style="list-style-type: none"> • barley • corn • oats • rice • wheat • soybeans 	bushels (Bu.).
<ul style="list-style-type: none"> • grain sorghum • canola • crambe • flaxseed • mustard seed • rapeseed • safflower • sesame seed • sunflower seed • cellulosic crops 	hundredweight (Cwt.)
<ul style="list-style-type: none"> • hydrous ethanol purchased for upgrading to anhydrous ethyl alcohol • oils, such as soy oil, purchased for upgrading to biodiesel 	gallons.

2 1st Table Instructions**A****Instructions**

Producers shall complete the table according to the following instructions.

Step	Item	Action		
1	(A)	Enter Agreement producer's name.		
2	(B)	Enter producer's Agreement number assigned by KCCO during sign-up.		
3	(C)	IF the purpose of this Application is to report production...	THEN, check the box beside...	
		fiscal year to date and request a program payment	A. Request a program payment.	
		fiscal year to date with no payment due.	B. Report bioenergy production fiscal year to date with no payment due.	
4		IF the reporting period is...	THEN in (D) enter...	AND in (E) enter...
		first quarter FY 2002	September 1, 2001	December 31, 2001
		second quarter FY 2002	January 1, 2002	March 31, 2002
		third quarter FY 2002	April 1, 2002	June 30, 2002
		fourth quarter FY 2002	July 1, 2002	September 30, 2002

B**Table**The following is the 1st table from the Application.

1. Name of Firm:		2. Agreement Number (from Agreement):	
(A)		(B)	
3. The purpose of this submission is to (check one): (C)			
<input type="checkbox"/> A. Request a program payment. <input type="checkbox"/> B. Report bioenergy production fiscal year-to-date with no payment due.			
4. Quarter Being Reported Period:	Date from:	(D)	Date to: (E)

3 Reporting Ethanol Production

A

Instructions for Tables

Ethanol producers shall complete a table for each plant listed on their Agreement covering all ethanol production in which the producer has an interest or had an interest in the previous FY according to the following instructions. Tables must be completed separately for each plant, and the plants must be as listed on the Agreement in Part XV A 2.

Example: The Moundsville plant is listed as plant 1 on the producer's Agreement in Part XV A 2. The Moundsville plant is number 1 on all applications that follow for the FY.

Note: Producers that fail to report Application plant data corresponding to the Agreement plant listings will have payments delayed until the data is correlated.

Step	Item	Action
1	(A)	Enter eligible commodity from Agreement.
2	(B)	Check the box applicable to the commodity entered in step 1 according to paragraph 1 B.
3	(C)	Enter the total number of units of step 1's commodity used for ethanol production in this plant for the time period being reported.
4	(D)	Enter the total number of gallons of ethanol produced from the step 1's commodity in this plant for the time period being reported.
5	(E)	Enter the average proof of all ethanol produced from step 1's commodity specified from this plant for the time period being reported.
6	(F)	Enter the total number of units of step 1's commodity used for ethanol production in this plant for the same time period being reported but 1 year earlier.
7	(G)	Enter the total number of gallons of ethanol produced in this plant for the same time period being reported but 1 year earlier.
8	(H)	Enter the average proof of all ethanol produced in this plant for the same time period being reported but 1 year earlier.
9		Repeat steps 1 through 8 above for each additional eligible commodity. Note: If more than 3 eligible commodities, attach an additional listing for the other commodities.
10	(I)	Enter the total units of all eligible commodities used in ethanol production in this plant for the time period being reported.
11	(J)	Enter the total gallons of ethanol production from eligible commodities in this plant for the time period being reported.
12	(K)	Enter the total units of all eligible commodities used in this plant for the same time period being reported but 1 year earlier.
13	(L)	Enter the total gallons of ethanol produced in this plant for the same time period being reported but 1 year earlier.

3 Reporting Ethanol Production (Continued)

B**Ethanol Tables** Ethanol table instructions follow:

Item	Commodity			Totals
1. Commodity Used for Production of Ethanol	(A)			
2. Reporting Unit (<i>Check one</i>)	Bu: (B)	Bu:	Bu:	
	Cwt.	Cwt.	Cwt.	
	Gallons	Gallons	Gallons	
3. Units Used	(C)			(I)
4. Gallons Produced	(D)			(J)
5. Proof	(E)			
For the Same Quarter Last Year:				
6. Units Used	(F)			(K)
7. Gallons Produced	(G)			(L)
8. Proof	(H)			

4 Reporting Biodiesel Production

A

Instructions for Tables

Biodiesel producers shall complete a table for each plant listed on their Agreement covering all biodiesel production in which the producer has an interest or had an interest in the previous FY according to the following instructions. Tables must be completed separately for each plant, and the plants must be as listed on the Agreement in Part XV B 2.

Example: The Leesville plant is listed as plant 1 on the producer's Agreement in Part XV B 2. The Leesville plant is number 1 on all applications that follow for the FY.

Note: Producers that fail to report Application plant data corresponding to the Agreement plant listings will have payments delayed until the data is correlated.

Step	Item	Action
1	(A)	Enter eligible commodity from Agreement.
2	(B)	Check the box applicable to the commodity entered in step 1 according to paragraph 1 B.
3	(C)	Enter the total number of units of step 1's commodity used for biodiesel production in this plant for the time period being reported.
4	(D)	Enter the total number of gallons of biodiesel produced from the step 1's commodity in this plant for the time period being reported.
5	(E)	Enter the total number of units of step 1's commodity used for biodiesel production in this plant for the same time period being reported but 1 year earlier.
6	(F)	Enter the total number of gallons of biodiesel produced in this plant for the same time period being reported but 1 year earlier.
7		Repeat steps 1 through 6 above for each additional eligible commodity. Note: If more than 3 eligible commodities, attach an additional listing for the other commodities.
8	(G)	Enter the total units of all eligible commodities used in biodiesel production in this plant for the time period being reported.
9	(H)	Enter the total gallons of biodiesel production from eligible commodities in this plant for the time period being reported.
10	(I)	Enter the total units of all eligible commodities used in this plant for the same time period being reported but 1 year earlier.
11	(J)	Enter the total gallons of biodiesel produced in this plant for the same time period being reported but 1 year earlier.

4 Reporting Biodiesel Production (Continued)

B**Biodiesel Tables** Biodiesel table instructions follow:

Item	Commodity			Total
1. Commodity Used for Production of Biodiesel	(A)			
2. Reporting Unit (<i>Check one</i>)	Bu: (B)	Bu:	Bu:	
	Cwt.	Cwt.	Cwt.	
	Gallons	Gallons	Gallons	
3. Units Used	(C)			(G)
4. Gallons Produced	(D)			(H)
For the Same Quarter Last Year:				
5. Units Used	(E)			(I)
6. Gallons Produced	(F)			(J)

5 Signature Requirements

A**Requirement**

Applications must be signed and dated by one of the following:

- officer of corporation or cooperative
 - member of Limited Liability Company
 - partner of partnership
 - individual.
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